



**MINUTES OF THE REGULAR MEETING
OF THE NORTH COUNTY
LIBRARY AUTHORITY HELD ON
MONDAY, JANUARY 13, 2020, AT 6:00 P.M. AT THE LOS ALTOS LIBRARY
ORCHARD ROOM, 13 S. SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

ESTABLISHED QUORUM AT 6:04 P.M.

Quorum was established at 6:04 pm and the meeting was called to order. All Board members present. President Corrigan led the Pledge of Allegiance.

PUBLIC COMMENT

None.

ITEMS FOR CONSIDERATION/ACTION

1. Election of Officers

Nomination made for Jan Pepper for President, Neysa Fligor for Vice President and Suzanne Epstein for Secretary. A motion was made by Neysa Fligor and seconded by Jan Pepper.

The motion was approved 5-0.

AYES: Corrigan, Epstein, Fligor, Hill, Pepper

NOES: None

ABSTAIN: None

ABSENT: None

2. Approval of Minutes for Special Meeting on 11/26/19

The Board considered draft minutes from the meeting on November 26, 2019. Los Altos Library Commissioner Nelvin Gee's name will be corrected in the final minutes. Board Member Hill moved adoption of the revised minutes, seconded by Board Member Corrigan.

The motion was approved 5-0.

AYES: Corrigan, Epstein, Fligor, Hill, Pepper

NOES: None

ABSTAIN: None

ABSENT: None

3. Update on NCLA Fund Status

The Liaison described financial items pending with the City. NCLA has not received any financial reporting for the current fiscal year, nor an official financial report for FY 18-19. Board Member Corrigan recommended NCLA seek support from City Manager Jordan to dedicate effort to get these issues resolved, and expressed concern this has gone on far too long.

Through discussion the Board identified the following information or action needed by the City:

- NCLA financial report for 1st Quarter of this FY (July – September 2019)
- Final financial report for FY 18-19
- An accounting of remaining funds held at City of Los Altos
- An explanation of the formula used to determine the value of NCLA's investment in the pooled investment fund held by NCLA
- Transfer remaining funds held by City of Los Altos to NCLA's fund recently opened at the County of Santa Clara
- Correction to charges for Legal and Liaison last fiscal year, pursuant to agreement with the two city managers in September 2019.

Vice President Fligor recommended a letter be transmitted to City of Los Altos requesting the items above. Board discussion determined Friday, February 14, 2020 as the due date, which would provide one month for the completion of the above items. The Board directed the Liaison to draft the letter with Board Members Corrigan and Pepper, the past and current president, to serve as an Ad Hoc Committee to review, edit and sign the letter. A suggestion was made to hire someone such as Susan Stark, who is familiar with NCLA and the financials, to audit the original investment and the returns on the investment. The Board discussed completing the items above and considering this step if needed in the future.

The Liaison handed out a copy of the receipt received from the County affirming the transfer of \$3,147,056.38 to the County of Santa Clara. These were funds NCLA invested in the co-mingled pool at the City of Los Altos, managed by PFM. The original investment amount was \$3,132,000. The transfer was received on 10/30/19. The Board discussed the receipt does not identify an account specifically named "NCLA". The Liaison will follow up with County staff to clarify the new account in the County is designated as the NCLA account. The Liaison has requested a meeting with County staff.

The Board reviewed revisions made to original Resolution 2019-01 which was adopted June 26, 2019. The Board discussed further clarification of withdrawal of NCLA funds at the September 16, 2019 meeting. Those changes are reflected in new Resolution 2020-01.

Board Member Hill moved to adopt the amended Resolution 2020-01. Seconded by Board Secretary Epstein.

The motion was approved 5-0.

AYES: Corrigan, Epstein, Fligor, Hill, Pepper

NOES: None

ABSTAIN: None

ABSENT: None

4. Consideration of Amendment to JPA Agreement for General Administrative Support

The Authority Attorney provided an amendment to the JPA Agreement based on discussion at the November 26, 2019 NCLA meeting. In September 2019, Board President Pepper and then-Board President Corrigan met with the two City Managers of Los Altos Hills and Los Altos. One action item from that meeting requires additional language in the JPA Agreement to allow NCLA to hire and pay for the services of a consultant for administrative support, if approved by the NCLA Board.

Board discussion included request to correct a typo in the first paragraph of Section 12 to change “bod” to “bond”. The new paragraph was modified to clarify action could be taken with a majority vote of the Commission and to use the effective date of the amendment of July 1, 2019. Language was provided to Liaison to allow for the execution of the amendment in counterparts.

Board Member Corrigan moved to adopt the amended JPA Amendment, seconded by Board Member Hill.

The motion was approved 5-0.

AYES: Corrigan, Epstein, Fligor, Hill, Pepper

NOES: None

ABSTAIN: None

ABSENT: None

5. Discussion about Potential Meeting of all Groups Involved in Library Redevelopment Project

Board President Corrigan met with Library Commission Chair Pierre Bedard and Vice Chair Eric Steinle to discuss the role of the Library Commission as host of all interested parties in moving the Library Redevelopment Project forward. There is no agenda or template for the meeting, but it could be a study session. This will ensure all of the various groups are moving forward in the same direction, with the intent of including and recognizing all of the groups involved.

The deliverable for this session was identified as a meeting called by the Library Commission with an agreed-upon scope of work. The primary focus is redevelopment of the Los Altos Library. Voluntary groups cannot be directed by the NCLA or Task Force, but are welcome to participate if they wish. An example is Our Next Library, a volunteer group formed 4 or more years ago at the request of the then-Library Commission.

This is a concept that is being proposed by NCLA, with support of the NCLA Board. It was noted the Library Commission volunteered to serve as host. The current Library Commission has new members and have already discussed this meeting. They are evaluating dates, invitations and structure of the study session.

Public Comment: Mr. Bedard, Library Commission Chair, reported they have identified seven groups and would like 2 members from each group to present their perspective to the roundtable. They would invite the public to comment at the study session. The discussion will be around groups' views and roles in the Redevelopment Project.

A comment was made that there is value in having groups self-identify. A suggestion provided that the Commission prepare a few key questions for each group and what deliverable they seek. Then work to identify a consensus, and recognize the value of each participating group.

There was discussion about how big this session might be. It was suggested to invite the public to hear about the Library Redevelopment Project. An ad can be placed in Town Crier. It was noted the purpose is to engage all interested groups and keep the focus on their roles and the common path forward.

6. Update from Library Redevelopment Task Force

The Task Force is on schedule according to the timeline. There have been over 100 influencer individual interviews. Board Member Corrigan was very helpful in identifying additional Los Altos Hills residents to be added to the interviews. The Consultant was stunned by the number of interviews conducted and indicated this amount of work is not typical with clients. The upcoming survey will evaluate whether residents of both towns are prepared for a bond measure and identify what they value. The survey will be conducted through email and phone calls. A request was made to spread the word to encourage people to pick up their phones in the near future. The survey sample is 400 people with a balance between the two towns. Survey content has been revised twice based on input received. The survey consultant also reviewed the Godbe survey conducted in June 2018. The Consultant is using a survey firm which worked on the Santa Cruz bond initiative. The Task Force is impressed by their consultant and survey subconsultant. The Task Force expects to present preliminary survey results to NCLA at the February 3, 2020 meeting. The following step will be to present to the two city councils. The target is currently the November 2020 ballot, and this survey information will be critical for preparation for the community vote. The PTA presidents have contacted the Task Force to arrange a meeting.

The Task Force is scheduled to provide an update to NCLA on Monday, February 3, 2020. Board President Pepper indicated she has another meeting that evening and requested to start later, at 7 or 7:30 pm. The Board agreed to begin the meeting at 7 pm that night.

7. County Update

Mr. Chuck Griffen, Finance & Administrative Services Manager, Santa Clara County Library System, announced Nancy Howe, County Librarian, will be retiring as of February 2020. He noted she has worked for the County Library system for 25 years, one quarter of the County Library System's 100 years of operation. He also said Ms. Howe is the most vision-driven manager he has worked with, and all decisions are made through that lens. He expressed great appreciation for her and for her legacy. In response to a question, Mr. Griffen stated he did not have any information about the recruitment at that time. The Board Members expressed deep gratitude for all Ms. Howe has done to support the libraries in Los Altos. She will be missed. The Board expressed their best wishes for her retirement.

INFORMATIONAL ITEMS

The Authority Attorney's contract has been completed with City of Los Altos. Jolie Huston is currently providing interim City Attorney services to the City of Los Altos pending and RFP process.

COMMISSIONERS' REPORTS AND COMMENTS

Board Member Corrigan reported on the County Library JPA meeting the prior week in January 2020. Discussion occurred about the County's financial obligation for capital improvements at the libraries throughout the system. County monies are used for operations for the most part. The County is drawing up a policy defining the County's financial obligation and contributions to capital projects at the libraries. Currently four libraries in the system, including the Los Altos Library, are in or considering construction. Discussion considering allowing County monies allocated to specific branches for regular maintenance, be redirected to support construction.

A comment was made that the County Library JPA approved \$50,000 for design in Campbell. Mr. Griffen commented that type of contribution would be a part of the discussion in the new language being considered. Another comment noted there are unique circumstances for each project. The

Campbell building did not even meet ADA standards, making it inaccessible for many patrons. The Library prioritized that construction to be able to offer services consistent with their mission.

Board Member Hill mentioned the NCLA should consider investing in a meeting recorder. The NCLA borrows one from the City which must be picked up and returned. It was reported to have had technical difficulties at a prior meeting. It would be more efficient to provide one solely for NCLA use. The Board indicated consensus. NCLA Liaison will research options for a recorder.

POTENTIAL FUTURE AGENDA ITEMS

Upcoming Meetings:

- Monday, February 3, 2020 at 7 pm. Los Altos Hills Council Chambers
- Monday, May 11, 2020 at 6 pm. Location TBD

FUTURE AGENDA ITEMS:

ADJOURNMENT

The meeting adjourned at 7:29 pm.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for Financial Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/nclal/meetings.html>

If you wish to provide written materials, please provide the Commission Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.